



CANNON BUILDING
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DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF FUNERAL SERVICES
MEETING DATE AND TIME:	Tuesday, October 25, 2011, 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	January 31, 2012

MEMBERS PRESENT

Chad Chandler, Professional Member, President
Harry Fletcher, Professional Member, Secretary
Marceline Knox, Public Member
M.C. Byrd, Public Member
Danna Levy, Public Member

MEMBERS ABSENT

Robert O. Wright, Professional Member
William Torbert, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Michele Howard, Administrative Specialist II

OTHERS PRESENT

None

CALL TO ORDER

Mr. Chandler called the meeting to order at 10:00 a.m.

REVIEW OF MINUTES

The Board reviewed the minutes of the September 27, 2011 meeting. Mr. Fletcher made a motion, seconded by Ms. Levy, to approve the September 27, 2011 minutes as written. The motion passed unanimously.

UNFINISHED BUSINESS

Strategic Planning – Develop a New Strategic Plan

After discussion, the Board unanimously agreed that they do not need a Strategic Plan. Mr. Fletcher made a motion, seconded by Ms. Levy, to remove "Strategic Plan" from future agendas. The motion passed unanimously.

RULES AND REGULATIONS

Advertising – Finalized

Ms. Davis-Oliva advised that the Board had finalized its proposal for Rules & Regulations regarding advertising. Ms. Davis-Oliva questioned and the Board unanimously confirmed that they will wait to finalize all proposed changes to the Rules & Regulations before scheduling a public hearing.

Licensure by Reciprocity – Discussion

Funeral Establishment Inspections – Discussion

Ms. Davis-Oliva stated that she distributed information at the Board's September meeting regarding Licensure by Reciprocity and Funeral Establishment Inspections for the Board's review. Ms. Byrd made a motion, seconded by Ms. Knox, to table the discussions until the next meeting. The motion passed unanimously.

Next Legislative Subcommittee Meeting

The next meeting of the Board's Legislative Subcommittee will be Friday, December 9, 2011 at 10:00 a.m. in Conference Room B located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

NEW BUSINESS

RATIFICATION OF LICENSURE None

REVIEW OF RESIDENT INTERN REPORTS None

REVIEW OF APPLICATIONS FOR LICENSURE None

REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL None

COMPLAINT STATUS No updates

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

THE CONFERENCE 2012 ANNUAL MEETING, LITTLE ROCK, ARKANSAS

Ms. Howard advised that the 2012 Annual Meeting of The Conference was scheduled for February 29th through March 1st in Little Rock, Arkansas. Mr. Fletcher will review the meeting brochure and advise the Board at its next meeting if he is interested in attending on the Board's behalf.

The Board discussed the upcoming Board Member Training to be held in Dover on November 18th. Ms. Davis-Oliva made a recommendation that all Board Members plan to attend the training. Ms. Levy and Ms. Byrd asked Ms. Howard to re-send the email regarding registration.

PUBLIC COMMENT

None

NEXT MEETING

The next Board meeting will be held on Tuesday, November 29, 2011, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Fletcher made a motion, seconded by Ms. Knox, to adjourn the meeting at 10:14 a.m. The motion was unanimously carried.

Respectfully submitted,



Michele Howard
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.